

TEMPORARY ASSISTANCE TO NEEDY FAMILIES (TANF) REPORTING REQUIREMENTS DEFINITIONS/INSTRUCTIONS

Q5I Version 2.3.2

Enter data on TANF families that have been authorized to receive a cash grant for the sample month. A TANF family is defined as all individuals receiving assistance as part of a family under the TANF program, and the following additional persons:

1. Parent(s) or caretaker relative(s) (including those receiving SSI) of any minor child receiving assistance;
2. Minor siblings (including those receiving SSI) of any child receiving assistance; and
3. Any person whose income or resources would be counted in determining the family's eligibility, for or amount of assistance.

Therefore, no data nor data entry is to be made for the following household members unless they were included in the AU, OR their income/resources were counted in determining the family's eligibility for or amount of assistance:

1. Unrelated adults (to any AU member);
2. Unrelated children (to any AU member),
3. Adult siblings of any minor in the AU.

This reporting instrument is divided into four sections.

1. Review Data,
2. Family Level Data
3. Adult Level Data.

An Adult is a person who is either:

1. Nineteen years of age or older; or
2. Eighteen years of age and head of household; or a
3. Minor head of household

An adult meeting the definition provided above, and meeting the definition of TANF family member provided above, is coded "A" on the face sheet.

4. Child Level Data.

A child is a person who is either:

1. Seventeen years of age or less; or
2. Eighteen years old and enrolled as a full-time student in either a high school or a vocational/technical program and can reasonably be expected to complete the program before reaching age 19; or
3. A minor parent included in an AU with a senior parent.

A child meeting the definition provided above, and meeting the definition of TANF family member provided above, is coded "B" on the face sheet.

NOTE: All data items are to be answered for the SAMPLE MONTH. Use agency records, including but not limited to: case record, computer files, WTW records, GAIN files, family support division, contact with agency workers by phone, fax, verbally, etc. Recipient and/or third party contact is not precluded if indicated by worker judgment.

REVIEW DATA: ONE PER REVIEW

T6C. Deprivation

There are four possibilities:

- Code 1. Absent parent
- Code 2. Deceased parent
- Code 3. Incapacitated parent
- Code 4. Unemployed principal wage earner

T8. Funding Stream

If the family receives CalWORKs assistance funded with monies derived entirely or in part from Federal funds, enter code 1. If the family CalWORKs assistance funded entirely from state funds, enter code 2.

Assistance is defined as: Cash payments, vouchers, and other forms of benefits designed to meet a family's ongoing basic needs for food, clothing, shelter, utilities, household goods, personal care items, and general incidental expenses. Benefits provided in the form of payments by a CalWORKs agency to individual recipients and conditioned on their participation in work experience, community service, or other work activities are included in this definition of assistance. Supportive services such as transportation and child care provided to families who are not employed are also defined as assistance except where specifically excluded by the seven exclusions listed below.

The term "assistance" excludes:

1. Nonrecurring short-term benefits (such as payments for rent deposits or appliance repairs) that:
 - A. Are designed to deal with a specific crisis situation or episode of need;
 - B. Are not intended to meet recurrent or ongoing needs; and
 - C. Will not extend beyond four months.The exclusion of non-recurrent short-term benefits also applies to supportive services to recently employed families, during temporary periods of unemployment in order to enable continuity in their service arrangements.
2. Work subsidies (i.e., payments to employers or third parties to help cover the costs of employee wages, benefits, supervision, and training);
3. Supportive services such as childcare and transportation provided to families who are employed;
4. Refundable earned income tax credits;
5. Contributions to, and disbursements from, Individual Development Accounts;
6. Services such as counseling, case management, peer support, child care information and referral, transitional services, job

- retention, job advancement, and other employment-related services that do not provide basic income support; and
7. Transportation benefits provided under an Access to Jobs or Reverse Commute Project, pursuant to section 404(k) of the Personal Responsibility and Work Opportunities Reform Act (PRWORA) to an individual who is not otherwise receiving assistance.

T9. Disposition

There are two federal options for disposition:

Code 1. Data collection completed; and

Code 2. Not subject to data collection/listing in error.

Code 2 applies when the case was discontinued by the end of month prior to the sample month and is not receiving TANF assistance.

Code 2 also applies if this case does not fit the universe from which it was drawn.

FAMILY LEVEL DATA: ONE PER REVIEW

T10. New Applicant

A "new Applicant" means the reporting month is the first month in which the CalWORKs family receives assistance and the AU has had a chance to be selected into the CalWORKs sample. This may be either the first month that the CalWORKs family has ever received assistance or the first month of a new spell of assistance.

A "new spell of assistance" is defined as an opening after a month of nonassistance that requires the filing of a new application to receive benefits for the sample month.

EXAMPLES:

1. A CalWORKs family that is reinstated from a suspension is not a newly approved applicant as they do not file a new application.
2. An Inter County Transfer (ICT) is not a new applicant in the receiving county as federal TANF has not been interrupted, the family has merely changed residence.
3. A family that had not received assistance in February applies for assistance on March 25th and is approved. The State issues the family's check on April 25th to cover assistance for March and April. In this case, the State must include the family on the April report as a "new applicant" because it received assistance for the first time in April. The State would not be required to include it on the March

secondary report. For the sample month of April, this family should be dropped if in the primary sample and completed if in the secondary sample.

If the sample month was March, then the case should be dropped from either sample.

3A. The above mentioned family applies for assistance on March 25th and is approved with a check issued March 30th. For the sample month of April, this family is not a new applicant family. It should be completed if in the primary sample for April and should be dropped if part of the secondary sample.

4. A family notifies the County that they are leaving the country on March 5th. They receive prorated assistance for March and the case is terminated. The family returns to the United States on April 5th, applies for assistance and receives a check on April 15th. The April 15th check is picked up in the April secondary sample. This case should be completed if part of the primary sample and dropped if part of the secondary sample.

4A. The above mentioned family doesn't return to the United States until May 5th. They apply for assistance and are issued a check on May 15th. Now this family should be dropped if part of the primary sample and be completed if part of the secondary sample.

The determining features of a "new spell of assistance" are that the family did not receive assistance in the month prior to the month of application. The only exception is in example #3 where technically the family was aided in the prior month, however, their initial check was not issued until the sample month.

T10A. Date of Most Recent Aid to Families with Dependent Children (AFDC)/California Work Opportunities and Responsibility to Kids

Enter the two digit month, two digit day and two digit year (MMDDYY) for which the first payment was made under the most recent opening for this assistance cycle. An

assistance cycle is a continuous spell of receipt of AFDC/TANF cash benefits unbroken by a period of non-assistance sufficient to require a new application for assistance.

T11. Number of Family Members

Enter the number of members receiving assistance under the CalWORKs program.

Assistance is defined as: cash payments, vouchers, and other forms of benefits delivered via a CalWORKs agency designed to meet a family's ongoing basic needs for food, clothing, shelter, utilities, household goods, personal care items, and general incidental expenses.

Items T11A and T11B break out the adult-child members. Include MFG children in this count.

Benefits provided in the form of payments by a CalWORKs agency to individual recipients and conditioned on their participation in work experience, community service, or other work activities, are included in this definition of assistance.

Supportive services such as transportation and child care provided to families who are not employed are also defined as assistance except where specifically excluded by the seven exclusions listed below.

The term "assistance" excludes:

1. Nonrecurring short-term benefits (such as payments for rent deposits or appliance repairs) that:
 - A. Are designed to deal with a specific crisis situation or episode of need;
 - B. Are not intended to meet recurrent or ongoing needs; and
 - C. Will not extend beyond four months.

The exclusion of non-recurrent short-term benefits also applies to supportive services to recently employed families, during temporary periods of unemployment in order to enable continuity in their service arrangements.
2. Work subsidies (example, payments to employers or third parties to help cover the costs of employee wages, benefits, supervision, and training);
3. Supportive services such as childcare and transportation provided to families who are employed;
4. Refundable earned income tax credits;
5. Contributions to, and disbursements from, Individual Development Accounts;

6. Services such as counseling, case management, peer support, child care information and referral, transitional services, job retention, job advancement, and other employment-related services that do not provide basic income support; and
7. Transportation benefits provided under an Access to Jobs or Reverse Commute Project, pursuant to section 404(k) of the PRWORA to an individual who is not otherwise receiving assistance.

A CalWORKs family is defined as all individuals receiving assistance as part of a family and the following additional persons:

1. Parent(s) or caretaker relative(s) of any minor child receiving assistance;
2. Minor siblings of any child receiving assistance; and
3. Any person whose income or resources would be counted in determining the family's eligibility for, or amount of assistance.

An adult is a person who is either:

1. Nineteen years of age or older; or
2. Eighteen years of age and head of household; or a
3. Minor head of household.

T11A. Number of Aided Adults

Out of the number listed in Item 11, enter the number of adults in the CalWORKs family that receive assistance. Do not include sanctioned adults nor adults receiving Supplemental Security Income (SSI) in this count as they are not receiving assistance.

T11B. Number of Aided Children (Including Maximum Family Grant [MFG] Children)

Enter the number of report month children in the CalWORKs family that received assistance. Include MFG children but not sanctioned children.

T12. Type of Family/Work Participation

This data item identifies how this family will be used in calculating the WTW participation rate. Families are categorized based on how many adults are required to participate in WTW activities. Families can be either an All Other WTW participation family code 1, a two-parent WTW participation family (SSP/MOE) code 2, or a family without a WTW participation requirement code 3.

The best way to determine which code to enter is to:

1. Consider if this is a 2-parent family case, if this is a 2-parent family, use code
- 2.

2. If this is not a 2-parent family case, then determine if there is an aided adult and use code 1 if yes or code 3 if no.

Code 1: All Other Family.

TANF AU's that have not been identified as either a two-parent or a zero-parent family should be designated aid code "30" (or 3L or 3E for legal immigrant AU's, or 3P for AU's exempt from the grant reductions or 32 and 3W for TANF timed out) in the All (Other) Family category. This code requires a T4839 code of 2.

Code 2: Two-Parent Family.

A two-parent family is defined as an AU that includes two, aided non-disabled, natural or adoptive parents of the same aided or SSI/SSP minor child (living in the home), unless both parents are aided minors and neither is the head-of-household. All cases that meet this specific two-parent AU definition should be identified and assigned aid code "35" (or, the specialty aid codes 3M or 3U for legal immigrants or 3K or 3Y for diversion payments).

This code requires a T4839 code of 1 for each adult.

ACL 99-54 states that to ease case management and to ensure accuracy of two-parent separate state program reporting, parent(s) in this two-parent caseload who are sanctioned for failure to comply with CalWORKs work requirements will remain coded as a two-parent AU and will NOT be transferred at anytime to either the Zero Parent (child-only) AU or the All (Other) Families AU caseload.

Code 3: Family not required to participate.

A "zero" parent AU is one in which the parent(s) or caretaker(s) are excluded from or ineligible for cash assistance. These cases should be coded "33" (or the specialty aid codes 3G or 3H for legal immigrants or 3R for AU's exempt from the grant reductions, as appropriate).

Include cases in which **all** adults have been discontinued from cash aid and removed from the AU due to reaching the CalWORKs 60-month time limit without meeting a time extender exception. These are safety net cases and aid codes 3A and 3C are used for these cases, regardless of the family's citizenship status prior to timing out.

T12A. Non-Needy Caretaker Relative Case?

A non-needy caretaker relative is a relative other than a parent (natural or adoptive) or stepparent head-of-household with sufficient income to meet his or her own needs. An example is a SSI Grandmother; another would be the fully employed paternal uncle.

T13. Receives Subsidized Housing

Indicate whether this family has received subsidized housing for the sample Month:

Code 1. Public housing is housing that is owned by some governmental entity, rents may be fixed or on a sliding scale according to income.

Code 2. Subsidized housing (rent subsidy) is privately owned housing for which money was paid by the Federal, State or local government or through a private social service agency to the family or to the owner of the housing to assist the family in paying rent.

NOTE: Two families sharing living expenses do not constitute either subsidized housing or public housing.

Code 3. No housing subsidy.

T13A. For All Household's (HH) Amount Rent/Mortgage

Enter the sample month amount (**in whole dollars**) of rent or mortgage the AU is obligated to pay from its own resources. Do not include any subsidy amount.

If non-AU members contribute, enter only that part paid by the AU. If unable to distinguish which part of the payment was made by the AU, prorate to arrive at the AU share.

T13B. For All Household's (HH) Utility Expense

This is a food stamp type question. Answer whether the household received food stamps or not.

Code 1. If the household did not incur a utility expense enter a "1". This code can apply to both food stamp and non-food stamp households.

Code 2. If the household was allowed either the full or partial SUA enter a "2". In this instance, the household must be receiving food stamps and must be allowed full or partial SUA as a deduction.

Code 3. If the food stamp household received actual utility expenses enter code "3". Use code "3" if the utilities were included in the rent or in any other situation where a utility cost was incurred and the food stamp household did not get either full or partial SUA.

Use Code 3 if the FSHH incurred a utility cost but the CWD did not allow any utility expenses in the food stamp budget.

Use code 3 if this is a non-food stamp household and the household incurs utility costs.

T15. Receives Food Stamps

If any member of the TANF AU was authorized to receive Federal and/or California Food Assistance Program (CFAP) Food Stamps in the sample month, enter code 1.

If no member of the TANF AU was authorized to receive Federal and/or CFAP Food Stamps, enter code 2.

T16. Amount of Food Stamp Assistance

Enter the amount of Federal and/or CFAP Food Stamps authorized to be received by the TANF AU in the sample month. If the TANF AU differs from the FSHH, prorate the amount of Food Stamps received equally among each food stamp recipient, then add together the amount belonging to the TANF AU members. If no Food Stamps were received, enter zero. Enter whole dollars only.

T17. Receives Subsidized Child Care

Subsidized childcare is a grant by the Federal, State or local government to or on behalf of a parent (or caretaker relative) to support, in part or whole, the cost of childcare services provided by an eligible provider to an eligible child. The grant may be paid directly to the parent (or caretaker relative) or to a child care provider.

Code 1: the TANF family was authorized to receive childcare that was subsidized either entirely or in part by Federal monies.

Code 2: the TANF family was authorized to receive a childcare subsidy funded entirely under a State, Tribal, and/or local program.

Code 3: the TANF family was not authorized to receive a childcare subsidy.

T18. Amount of Subsidized Child Care

Enter the total amount of Sample month subsidized childcare the TANF family was authorized to receive regardless of source (Fed, State, or local). If the family was not authorized to receive a childcare subsidy, enter zero. Enter whole dollars only.

T19. Amount of Child Support

Enter the amount of child support that the TANF family received in the sample month. Include current payments, arrearages, recoupment, pass-through and disregard amounts. This does not include amounts retained by the District Attorney Child Support Division nor child support received for a non-aided child nor spousal support. If none, enter zero. Enter whole dollars only.

T20. Amount of Family's Cash Resources

Enter the total amount of the TANF family's cash on hand and bank account(s). Do not count the TANF sample month grant. If none, enter zero. Enter whole dollars only

T21A. Monthly Grant Amount

Enter the amount of the sample month cash grant that was authorized for the TANF AU. Do not add in any amounts being recorded in items 21C (PSN), 21D (HAP), 21E (RISP), or 21F (other special need payment). Enter whole dollars only.

Include any amount deducted due to overpayment recoupment or adjustment.

T21B. Number of Months Received Grant

Enter the number of months the family received a cash grant of the type recorded in item T21A. For Federal TANF cases, start with the sample month and count back to December 1, 1996 (the first date California made a TANF payment). For a SSP/MOE two parent sample case, start with the sample month and count back to October 1, 1999 (the first date California made a SSP/MOE payment). For a 60 month TANF timed out case funded with state funds, start with the sample month and count back to the month in which the case transitioned from federal to state funding.

T21C. Pregnancy Special Need Payment

Enter the amount authorized for the TANF family's sample month cash grant. If none, enter zero. Enter whole dollars only.

T21D. Homeless Assistance Payment

Enter the amount authorized for the TANF family's sample month cash grant. If none, enter zero. Enter whole dollars only.

T21E. RISP Payments

Enter the amount authorized for the TANF family's sample month cash grant. If none, enter zero. Enter whole dollars only.

T21F. Other Special Need Payment

Enter the amount authorized for the TANF family's sample month cash grant. If none, enter zero. Enter whole dollars only.

T22A. TANF Child Care Amount

Enter the total amount of TANF childcare assistance authorized for this not employed family to be received by the family or paid to a provider for the sample month. If none, enter zero. Enter whole dollars only.

T22B. Number of Children Rec TANF Child Care

Enter the number of children that received TANF funded child care covered by the amount entered in item T22A.
If none, enter zero.

T22C. TANF Child Care Number of Months

Enter the number of months this not employed TANF family was authorized to receive childcare assistance for at least one child. Do not count months in which this family was employed. Count back to December 1, 1996, the start date for TANF funding.
The months do not need to be consecutive.
If none, enter zero.

T23A. Transportation Amount

Enter the amount of TANF transportation expense regardless of form that was authorized for this not employed family for the sample month.

Enter whole dollars only. If none, enter zero.

T23B. Transportation Number of Months

Enter the number of months the transportation expenses listed in Item 23A were authorized to be received regardless of whether any were authorized for the sample month. Count back to the inception of TANF funding (12-01-96).

Do not count months in which this family was employed. The months do not need to be consecutive.

If none, enter zero.

T24A. Transitional Services Amount

Enter the amount authorized for the non-employed family for the sample month.

Enter whole dollars only. If none, enter zero.

T24B. Transitional Services Number of Months

Enter the number of months transitional services have been authorized for this non-employed family regardless of whether any were authorized for the sample month. Count back to December 1, 1996.

If none, enter zero.

T25A. Other Amount/Ancillary

Enter the total amount of TANF sample month expenditures authorized for this not employed family that has not been listed in items 21 through 24.

Enter whole dollars only. If none, enter zero.

T25B. Other Number of Months

Enter the number of months other TANF expenditures were authorized for the family regardless of whether any were received in the sample month. Do not count months this family was employed. The months do not need to be consecutive. Count back to the inception of TANF funding, December 1, 1996.

If none, enter zero.

T26A2. Work Requirement Sanction

Indicate whether a work requirement sanction has been imposed for the sample month.

T26A2A. Amount

Enter the amount of the work requirement sanction.

T26A4A. Penalty/Cal Learn Teen Parent Not Attending School

Indicate whether a Cal Learn teen parent penalty for not attending school has been imposed for the sample month.

T26A4A1. Amount

Enter the amount of the penalty assessed for the sample month. Enter whole dollars only.

T26A4B. Penalty/Child 16 or older Not Attending School

Indicate whether a penalty for a child age 16 or older (and not a teen parent) not attending school has been imposed for the sample month.

T26A4B1. Amount

Enter the amount of the penalty assessed for the sample month. Enter whole dollars only.

T26A4C. Penalty Parent with Child Not a Teen Parent

Indicate whether a penalty for a parent with a child under age 16 (and not a teen parent) not attending school has been imposed for the sample month.

T26A4C1. Amount

Enter the amount of the penalty assessed for the sample month. Enter whole dollars only.

T26A4D. Immunization Penalty

Indicate whether an immunization penalty has been imposed for the sample month.

T26A4D1. Amount

Enter the amount of the penalty assessed for the sample month. Enter whole dollars only.

T26A5A. Penalty for Non-Cooperation with Child Support

Indicate whether a penalty for non-cooperation with the child support division in establishing paternity/maternity or obtaining child support has been imposed for the sample month.

T26A5A1. Amount

Enter the amount of the penalty assessed for the sample month. Enter whole dollars only.

T26A5B. Sanction for Failure to Assign Child Support Rights

Indicate whether a sanction for failure to assign child support rights has been imposed for the sample month.

T26A5B1. Amount

Enter the amount of the sanction assessed for the sample month. Enter whole dollars only.

T26A6. Failure to Comply with Individual Responsibility Plan

Indicate whether a sanction for failure to comply with an individual responsibility plan has been imposed for the sample month.
See MPP 42-711.6.

T26A6A. Amount

Enter the amount of the sanction assessed for the sample month. Enter whole dollars only.

T26A7. Other Sanction or Penalties

Indicate whether any sanction or penalty other than those listed in items 26A2 through 26A6 has been imposed for the sample month.

T26A7A. Amount

Enter the amount of other sanction or penalty assessed for the sample month.
Enter whole dollars only.

T26B. Recoupment of Prior Overpayment

Enter the amount of TANF that has been recouped for the sample month to repay a prior overpayment. Enter whole dollars only. If none, enter zero.

T26C2. Family Cap (Maximum Family Grant [MFG])

Indicate whether family cap MFG provisions have prevented the MAP from increasing with an additional eligible child(ren) entering the family.

T26C2A. Amount

Enter the amount of the MFG reduction for the sample month.
This is calculated by determining the amount of the TANF grant with the MFG child's needs included in the budget formula, then calculating the TANF grant with the MFG child's needs excluded. Then subtract the excluded amount from the included amount and enter that amount in this item. Enter whole dollars only.

T26C4. Reduction Length of Assistance

Indicate whether there are any family members that have been removed from the grant due to reaching the five-year Federal time limit imposed on the receipt of TANF.

T26C4A. Amount

Enter the amount of reduction in TANF that can be attributed to the five-year federal time limit. Enter whole dollars only.

T26C5. Other Non-Sanction

Indicate whether there has been a sample month reduction in assistance due to other non-sanction reasons not listed in items 26B through 26C4.
Do not include reductions due to the receipt of income, earned or unearned.

T26C5A. Amount

Enter the amount of other non-sanction reduction. Enter whole dollars only.

T27. Waiver Evaluation Experimental and Control Groups

Indicate whether the TANF case being reported on is a member of a control group (code 1), an experimental group (code 2), or subject to waiver policies (code 3). If not, enter code 9.

T28. Exempt from Federal Time-Limit Provisions

Indicate if the family is not exempt from federal time limit provisions (code 1). If the family is exempt from the time limit provisions, indicate the reason (codes 2 through 5). All County Letter 99-90, dated October 21, 1999, is incorporated in these definitions by reference. The ACL provides background and easy to use charts in determining when the Federal time clock is ticking.

NONEXEMPT:

Code 01 = The family is not exempt from the federal time limit provisions for the receipt of federally funded TANF assistance.

EXEMPT:

Code 02 = The family receives federal TANF funding, but is exempt from the accrual of countable TANF months because all adults are excluded from the AU due to non-needy relative, SSI, undocumented alien, felon, or sanction status.

Code 03 = The family is exempt from the accrual of countable TANF months because the case receives State funds only.

Code 04 = The family is exempt from the accrual of countable TANF months because the family is living in Indian country or an Alaskan Native village where at least 50 percent of the adults living in the Indian country or Alaskan Native village are not employed.

Code 05 = Do not use this code.

Code 06 = Do not use this code.

Code 07 = Do not use this code.

Code 08 = Do not use this code.

Code 09 = Do not use this code.

Code 10 = Do not use this code.

Code 11 = Do not use this code.

T29A. For All Child Only Case Reason

Enter the code indicating the reason there is no adult or minor head-of-household receiving TANF in the child-only case. This applies to all child only cases, not just to sample month new child only cases.

T29. New Child Only Family for the First Time in the Sample month?

Indicate whether the sample month is the first month in which this sampled case has been a "child only case".

Code 1 Yes. Federally funded TANF AU that does not include an adult or a minor head-of-household receiving TANF, and that:

- A. Has received federally funded TANF for at least the sample month and the month prior to the sample month; and
- B. Did not receive benefits in the prior month as a child-only case; and
- C. Is a child-only case for the sample month.

Code 2 No. All other families.

T29V1. Number of Non-Exempt Non-Excluded Vehicles Owned

Enter the number of vehicles, not to exceed nine (9), owned by the TANF family in the sample month that are neither excluded nor exempt from resource valuation (i.e., count the number that contribute toward the resource limit).

T29V2. Market Value of First Non-Exempt, Non-Excluded Vehicle

There are items to record market values for three vehicles. Enter the most valuable vehicle in this item. Market value can be determined by internet blue book, blue book, dealer quotes, classified ads, et cetera (etc.). Do not deduct encumbrances. Enter the market value.

If there is no non-exempt, non-excludable vehicle, make no entry.

T29V3. Market Value of Second Non-Exempt Non-Excluded Vehicle

There are items to record market values for three vehicles. Enter the second most valuable vehicle in this item. Market value can be determined by internet blue book, blue book, dealer quotes, classified ads, et cetera (etc.). Do not deduct encumbrances. Enter the market value.

If there is no second non-exempt, non-excludable vehicle, make no entry.

T29V4. Market Value of Third Non-Exempt Non-Excludable Vehicle

There are items to record market values for three vehicles. Enter the third most valuable vehicle in this item. Market value can be determined by internet blue book, blue book, dealer quotes, classified ads, et cetera (etc.). Do not deduct encumbrances. Enter the market value.

If there is no third non-exempt, non-excludable vehicle, make no entry.

ADULT LEVEL DATA: ONE PER PERSON

T30. Family Affiliation

Enter the code indicating the adult's relation to the Assistance Unit (AU).

MEMBER OF THE AU:

Code 1. This Adult is a member of the AU. This code includes needy caretaker relatives.

NOT IN THE AU, BUT IN THE HOUSEHOLD:

Code 2. Excluded parent of Minor Child in the AU. This adult is excluded from the AU due to sanction, receipt of SSI, undocumented alien, or timed out status. Include sanctioned NEEDY caretaker relatives in this code.

Code 3. Non-Needy Caretaker Relative of Minor Child in AU. Also use this code for Foster Care Head-of-Household.

Code 4. N/A

Code 5. Adult is not in the AU (and not a parent of a child in the AU), but has income or resources that are considered in determining the eligibility for or the amount of assistance.

T31. Noncustodial Parent Indicator

Indicate whether this adult is a noncustodial parent (NCP).

Code 1. Yes

Code 2. No

Each adult coded T30 code 1 or 2 must have an entry in T31.

The NCP does not have custody of his/her child(ren) in this sampled TANF case. The State must report information on the NCP if the NCP: (1) is receiving assistance (assistance is defined in item #T8); (2) is participating in work activities (defined in items T49 through T62); or (3) has been designated by the State as a member of a family receiving assistance (even though not living in this family's household).

T34. Ethnicity

This item does not require an entry.

T34A. Hispanic or Latino

Enter either a code 1 (Yes) if this adult is Hispanic or Latino or Code 2 (No) as recorded in agency records.

Each adult must have a code in T34A AND at least one item in T34B through T34F must be coded 1.

Reporting of this data element is not necessary for persons coded 5 in item T30 (Family Affiliation).

T34B. American Indian or Alaska Native

Enter either a code 1 (Yes) if this item indicates the race of this adult or code 2 (No) as recorded in agency records. Reporting of this data element is not necessary for persons coded 5 in item T30 (Family Affiliation).

T34C. Asian

Enter either a code 1 (Yes) if this item indicates the race of this adult or code 2 (No) as recorded in agency records. Reporting of this data element is not necessary for persons coded 5 in item T30 (Family Affiliation).

T34D. Black/African American

Enter either a code 1 (Yes) if this item indicates the race of this adult or code 2 (No) as recorded in agency records. Reporting of this data element is not necessary for persons coded 5 in item T30 (Family Affiliation).

T34E. Native Hawaiian/Pacific Islander

Enter either a code 1 (Yes) if this item indicates the race of this adult or code 2 (No) as recorded in agency records. Reporting of this data element is not necessary for persons coded 5 in item T30 (Family Affiliation).

T34F. White

Enter either a code 1 (Yes) if this item indicates the race of this adult or code 2 (No) as recorded in agency records. Reporting of this data element is not necessary for persons coded 5 in item T30 (Family Affiliation).

T35. Gender

Indicate this adult's gender.

Code 1. Male

Code 2. Female

T36A. Receives Federal Disability Under OASDI

To record SSI data, see item T36E.

Indicate whether this adult received OASDI for the sample month. The operative word is "disability". You must distinguish between retirement and disability.

OASDI = Old Age Survivors Disability Insurance.

Old Age = retirement benefits.

Survivors = death benefits to decedent's beneficiaries.

Disability Insurance = can be paid to the insured and to the insured's dependents.

Sometimes referred to as RSDI. Funded under Title II of the Social Security Act. Contact with the SSA may be required to determine if the source of the OASDI benefit is disability based.

T36B. Receives Benefits Under Non Social Security Act

Indicate whether this adult received non Social Security based disability benefits for the sample month. An example of a non Social Security Act federal disability program is Black Lung benefits.

T36C. Receives Aid Disabled Title XIV APDT

Indicate whether this adult received Title XIV APDT for the sample month. Title XIV APDT monies are federal grants to the state to provide aid to persons with a total and permanent disability.

T36D. Receives Aid Aged/Blind Title XVI AABD

Indicate whether this person received Title XVI AABD for the sample month. Title XVI of the Social Security Act funds two programs. This item tracks AABD. Recipients of title XVI I AABD are permanently partially or totally disabled. The “AA” and “BD” designators indicate whether the recipient is in an assisted or independent living situation.

T36E. Receives Supplemental Security Income Title XVI SSI

Indicate whether this adult received SSI for the sample month. Title XVI SSI is disability based. The disability must be expected to last one year or more.

T37. Marital Status

Enter the marital status of this adult as of the first day of the sample month. If two codes apply (e.g., if a person is widowed and has remarried), enter the most current.

- Code 1: Single, Never Married
- Code 2: Married, Living with Spouse
- Code 3: Married but Separated from Spouse
- Code 4: Widowed/Widower
- Code 5: Divorced

T38. Relationship to Head of Household

Indicate this adult’s relationship to the head of the TANF household. Use the Codes provided. For example, if this adult is not married to the head of household but has a child in common with the head of household, then the relationship code is code 10, unrelated adult with a child in common (with the head of household).

Code 01: Head of Household. adult is the head of household. If there is only one adult in the AU, that adult must be coded 01.

There can not be two persons coded as head of household.

- Code 02: Spouse of the Head of Household.
- Code 03: Father or Mother of the Head of Household.
- Code 04: N/A
- Code 05: N/A
- Code 06: N/A
- Code 07: Other Related Adult (Brother, Sister, Niece, Nephew,

Cousin)
Code 08: N/A
Code 09: N/A
Code 10: Unrelated Adult. Includes adult not married to head of household but with a child in common with the head of household.

T40. Needs of a Pregnant Woman

If this woman is or is not pregnant and has had her assistance authorized to be increased for the sample month due to a PSN diet, enter code 1.

If this woman is or is not pregnant and has not had her assistance authorized to be increased for the sample month by the addition of a PSN dietary consideration, enter code 2.

If this person is a man, enter code 2.

Code 1. Yes, additional pregnancy needs are considered

Code 2. No

T40A. Other Special Need Payments (Excluding Homeless Assistance)

Indicate whether this adult has been authorized to receive a special need payment (excluding HAP and PSN) for the report month.

T41. Education Level

Enter the code indicating the highest educational level completed by this adult as of the sample month. "01-11" means to use the number from 01 through 11 to report the grade level if that is the highest obtained, e.g., eighth grade would be coded as "08". If someone has amassed a large number of college credits without the awarding of a degree, the highest level completed would be code 97.

Kindergarten as the highest level of completion is to be coded 98.

If the adult is in T30 Family Affiliation Code 1, then code 99 Unknown is unacceptable. Code 99 can be used for T30 Codes 2, and 3. Coding of this item is not necessary for adults with a T30 Code of 5.

Code 01. Completed through grade 1

Code 02. Completed through grade 2

Code 03. Completed through grade 3

Code 04. Completed through grade 4

Code 05. Completed through grade 5

Code 06. Completed through grade 6

Code 07. Completed through grade 7

Code 08. Completed through grade 8

Code 09. Completed through grade 9

Code 10. Completed Through grade 10

Code 11. Completed through grade 11

Code 12. High School Diploma, GED, National Extension Diploma

Code 13. Awarded Associate's Degree

Code 14. Awarded Bachelor's Degree

Code 15. Awarded Post Graduate Degree
Code 16. Other Credentials
Code 97. Some college, but no degree
Code 98. No Formal Education
Code 99. Unknown

T42. Citizenship/Alienage

Enter the code denoting this adult's citizenship status. Code what the agency records and IEVS will support. There are three choices:

- Code 1. US citizen (native or naturalized);
- Code 2. Qualified alien. A "qualified alien" is an alien who is:
lawfully admitted for permanent residence in the U.S.
under the INA; or
a refugee who is admitted to the U.S. under section 207 of the INA; or
Granted asylum under section 208 of the Immigration and Nationality Act (INA); or
paroled into the United States (U.S.) under section 212(d)(5) of the Immigration and Nationality Act (INA) for a period of at least one year; or
an alien whose deportation is being withheld under section 243(h) of the Immigration and Nationality Act (INA) (under previous law), or section 241(b)(3) of the Immigration and Nationality Act (INA); or
granted conditional entry pursuant to section 203(a)(7) of the Immigration and Nationality Act (INA) as in effect prior to April 1, 1980; or
a battered spouse, battered child, or parent or child of a battered person with a petition pending under sections 204(a)(1)(A) or (B) or 244(a)(3) of the Immigration and Nationality Act (INA).

Code 9. Unknown = Other.

T42A. Is This Person Excluded Due to Their Alien Status

Indicate whether this adult is excluded from the assistance unit due to their alien status. Code "Yes" for both undocumented aliens and ineligible Legal Permanent Residents (LPR).

T42B. If Alien, Date of Entry into United States (US)

Enter the date of entry in the following format: MMDDYY; for example, if the date of entry was July fourth, 1976, enter 070476. If this person is either an undocumented alien or not an alien, leave this item blank.

T42C. If Alien, Alien Status

If not a qualified alien, leave this item blank.

- Code 1. Refugee.
- Code 2. Sponsored Alien.
- Code 3. Amnesty Alien.
- Code 4. Permanent Resident Under Color Of Law (PRUCOL) Alien.
- Code 5. Other Alien.

T43. Cooperation with Child Support

Indicate whether this adult has cooperated with the Child Support Division (CSD) of the District Attorney's office. Cooperate with CSD means cooperation in the establishment of paternity, cooperating with child support collection, and the assignment of support rights. If this adult is not required to cooperate with the child support division, enter code 9.

- Code 1. Yes, Adult has cooperated with the Child Support Division
- Code 2. No
- Code 9. Not Applicable

T44. Number of Months Toward Federal Time Limit

ONLY COMPLETE FOR ADULTS WITH A T30 FAMILY AFFILIATION CODE OF 1.

Enter the number of countable months of federally funded TANF assistance this adult has accumulated. The federal time count began with cases receiving assistance beginning December 1, 1996. Include TANF received in another state or U.S. territory.

See All County Letter 99-90, dated October 21, 1999. This ACL is 16 pages long and is too long to incorporate in these definitions except by reference. The ACL provides background and easy to use charts in determining when the Federal time clock is ticking.

T45. Number of Months Remaining on State Time Limit

ONLY COMPLETE FOR ADULTS WITH A T30 FAMILY AFFILIATION CODE OF 1.

The State time count begins January 1, 1998, and extends for five years (60 months). Calculate the number of months of CalWORKs countable towards the State time limit this adult has received since January 1, 1998. Then subtract that number from 60 and enter the result in this item.

See All County Letter 99-90, dated October 21, 1999. This ACL is 16 pages long and is too long to incorporate in these definitions except by reference. The ACL provides background and easy to use charts in determining when the State time clock is ticking.

T46. Is Current Month Exempt from the State's Time Limit

ONLY COMPLETE FOR ADULTS WITH A T30 FAMILY AFFILIATION CODE OF 1.

Indicate whether this adult is exempt from the state's time limit count for the sample month. See ACL 99.90 Attachment B.

Code 1. Yes, Adult is exempt
Code 2. No

T47. Employment Status

For Adults coded T30 code 1 (Member of the AU):

Indicate this adult's employment status for the sample month. For adults coded as working, further entries are required in employment related items (T49 Unsubs Emp, T50 Subs Emp, T51 Subs Pub Emp, T53 OJY, T64A, B, and C Amt Earnings).

All adults **NOT EXEMPT** from WTW participation are to be coded either code 1 (working) or code 2 (looking for work).

All adults **EXEMPT** from WTW participation are to be coded either code 1 (working) or code 3 (not in labor force).

All adults **DISREGARDED** from WTW participation are to be coded 3 (not in labor force).

For Adults coded T30 code 2 or 3:

Enter the appropriate code for this adult and do not make any further employment entries.

For Adults coded T30 code 5:

Make no entry.

Code 1. Employed in the sample month.

Code 2. Unemployed, looking for work (includes those in training).

Code 3. Not in Labor Force (includes non-working WTW exempt and disabled).

T48. Work Participation Status

Only for adults with a T30 Family Affiliation code of 1 (Member of AU).

Enter this adult's work participation status for the sample month.

DISREGARDED means that the FAMILY has a WTW requirement, but is not included in the WTW participation rate calculation for the sample month.

EXEMPT means that this ADULT is exempt from participating in WTW, nevertheless, the family is still considered in the calculation of the WTW participation rate.

Code 01. **Disregard:** Disregarded from participation rate, single custodial parent with child under 12 months old. The adult is entitled to a lifetime total of 12 months of this disregard. The months do not have to be consecutive nor for the same child. It is imperative that all single parents that are not meeting the participation requirements either outright or through one of the "Deeming" codes (code 15, 16 or 17) be considered for code 01 Disregard. Family is not included in the WTW participation rate calculation.

- Code 02. **Do Not Use This Code.**
- Code 03: **Do Not Use This Code.**
- Code 04: **Do Not Use This Code.**
- Code 05: **Do Not Use This Code.**
- Code 06. **Exempt:** Single Custodial Parent With Child Under 6 Years old. Single custodial parent with child under 6 years of age and child care is not available. Family is included in the WTW participation rate calculation.
- Code 07. **Exempt:** Disabled Adult is exempt due to disability. Family is included in the WTW participation rate calculation.
- Code 08. **Exempt:** Caretaker of a Severely Disabled Child. Adult is exempt due to being the caretaker of a severely disabled child. Family is included in the WTW participation rate calculation.
- Code 09. **Exempt:** Domestic Violence. This adult is exempt from WTW participation requirements under a federally recognized domestic violence waiver. Family is included in the WTW participation rate calculation.
- Code 10. **Do Not Use This Code.**
- Code 11. **Exempt:** Other. Adult exempted from Welfare To Work (WTW) participation for reasons other than listed. Family is included in the WTW participation rate calculation.
- Code 12. **Do Not Use This Code.**
- Code 13. **Do Not Use This Code.**
- Code 14. **Required to Participate but Not Participating.**
Adult required to participate and not participating and not sanctioned for the sample month. Use this code if the adult does not have any hours of participation in Items T49 through T62. If the adult has some hours of participation, but is not meeting minimum requirements, use code 18.
If the adult has sufficient hours to meet minimum requirements, use code 19. Family is included in the WTW participation rate calculation.
- Code 15. **Deemed Engaged in Work.** Deemed engaged in work, single teen head-of-household or married teen that maintains satisfactory school attendance. Family is included in the WTW participation rate calculation.
- Code 16. **Deemed Engaged in Work.** Deemed engaged in work, single teen head of household or married teen that participates in education directly related to employment (vocational education) for an average of at least 20 hours per week during the sample month. If 19 hours or less, use code 18. Family is included in the WTW participation rate calculation.
- Code 17. **Deemed Engaged in Work.** FOR ALL SINGLE PARENTS (INCL SINGLE NEEDY CARETAKER RELATIVE)

WORKING 20 TO 29 HOURS PER WEEK WITH A CHILD UNDER THE AGE OF SIX IN THE ELIGIBLE FAMILY. If 30 hours or more, code 19. Family is included in the WTW participation rate calculation.

Code 18. **Not Meeting Minimum Requirements.** Adult required to participate and is participating, but not meeting the minimum participation requirements. If the adult does not have any hours of participation, use code 14. Family is included in the WTW participation rate calculation.

Code 19. **Meeting Minimum Requirements.** Adult required to participate and is participating and meeting the minimum participation requirements. In a two-parent household if one parent is meeting the work requirements then code the non-working parent here also. Family is included in the WTW participation rate calculation.

Code 99. **Do Not Use This Code.**

T4812. Type of Family/Work Participation

NOTE: There can only be one entry in this item per family.

This data item identifies how this family will be used in the WTW participation rate. WTW categories are different than TANF categories. It is based on how many adults are required to participate in WTW activities. Families can be categorized as either a one-adult code 1, a two-parent (SSP/MOE) code 2, or a no adult code 3 family.

Sanctioned adults will be factored in by the end users by combining information with other data items.

Code 1: Family required to participate but not a two-parent family. This family has one aided non-disabled adult. This code also includes situations with two aided adults and one is disabled and WTW exempt, and instances where the single parent is WTW sanctioned.

Code 2: Two-Parent family. This family is in the two-parent SSP/MOE sample universe. This code includes two aided non-disabled adults, one aided nondisabled adult and one adult WTW sanctioned, or two WTW sanctioned adults.

Code 3: Family not required to participate. This family has no aided adults. This code includes Non-Needy Caretaker Relative cases and cases where all adults are SSI recipients or undocumented aliens.

T4839. Parent w/Minor Child in family

This item is to be coded only for adults with a T30 (Family Affiliation) code of 1 or 2. If T30 is coded 3 or 5, then leave this data item blank.

This item asks two questions: 1) is this adult being sampled from the two-parent universe, or 2) is this adult not being sampled from the 2-parent universe.

Code 1. **YES. AND IS IN THE 2-PARENT UNIVERSE.**

This adult is being sampled from the two-parent universe. All cases that meet this specific Two-Parent AU definition should be identified with the aid code “35” “3M” or “3U” and be included in the Separate State Program Maintenance of Effort (SSP/MOE) universe.

Code 2. **YES. AND IS NOT IN THE 2-PARENT UNIVERSE.** This adult is not being sampled from the 2-parent universe and is therefore part of the “All Families” universe.

Code 3. **Do Not Use This Code.**

T49. Unsubsidized employment Hours

ONLY APPLIES TO T30 FAMILY AFFILIATION CODE 1.

Unsubsidized employment means paid employment, in the private sector or public, for which the employer receives no governmental subsidy. This code includes self-employment.

Enter the actual (as opposed to scheduled) average number of hours per week, if none enter zero.

Average number of hours per week is the total sample month hours divided by 4.3.

T50. Subsidized Private Sector Employment Hours

ONLY APPLIES TO T30 FAMILY AFFILIATION CODE 1.

Subsidized employment means employment in which the Welfare to Work (WTW) participant’s private sector employer is partially or wholly reimbursed for wages and/or training costs.

Enter the actual (as opposed to scheduled) average number of hours per week, if none, enter zero.

Average number of hours per week is the total sample month hours divided by 4.3.

T51. Subsidized Public Sector Employment Hours

ONLY APPLIES TO T30 FAMILY AFFILIATION CODE 1.

Subsidized employment means employment in which the Welfare to Work (WTW) participant’s public sector employer is partially or wholly reimbursed for wages and/or training costs.

Enter the actual (as opposed to scheduled) average number of hours per week, if none, enter zero.

Average number of hours per week is the total sample month hours divided by 4.3.

T52. Work Experience Hours

ONLY APPLIES TO T30 FAMILY AFFILIATION CODE 1.

Work experience means the limited term work for an employer to develop work habits and work history. There is no expectation that the participant will be hired at the end of the training period. Work experience may be paid or unpaid, in the private or public sector. The difference between paid work experience and on the job training (OJT) item #53 is that on the job training (OJT) participants are hired on a permanent basis.

Enter the actual (as opposed to scheduled) average number of hours per week, if none, enter zero.

Average number of hours per week is the total sample month hours divided by 4.3.

T53. On The Job Training Hours

ONLY APPLIES TO T30 FAMILY AFFILIATION CODE 1.

On the Job Training (OJT) means employment in which the employer is paid to provide skill training to a participant on the job and pays a wage to that participant. The expectation is that on completion of the training period, the participant will transition to unsubsidized employment with that employer. All On Job Training (OJT) activity is to be reported here regardless of the funding source for employer reimbursement (e.g., grant diversion, Private Industry Council [PIC], et cetera [etc.]).

Enter the actual (as opposed to scheduled) average number of hours per week, if none enter zero.

Average number of hours per week is the total sample month hours divided by 4.3.

T54. Job Search and Job Readiness Assistance Hours

ONLY APPLIES TO T30 FAMILY AFFILIATION CODE 1.

Job search means a Welfare to Work (WTW) activity in which the participant's principal activity is to seek employment.

Job readiness assistance means a Welfare to Work (WTW) activity that provides the recipient with training to learn the basic job seeking and interviewing skills, to understand employer expectations, and to learn skills designed to enhance an individual's capacity to move toward self-sufficiency.

Enter the actual (as opposed to scheduled) average number of hours per week, if none, enter zero.

Average number of hours per week is the total sample month hours divided by 4.3.

T55. Community Service Programs Hours

ONLY APPLIES TO T30 FAMILY AFFILIATION CODE 1.

Community service means a Welfare to Work (WTW) training activity that is temporary and transitional is performed in the public or private nonprofit sector under the close supervision of the activity provider. Community service provides participants with basic job skills that can lead to employment while meeting a community need.

Enter the actual (as opposed to scheduled) average number of hours per week, if none, enter zero.

Average number of hours per week is the total sample month hours divided by 4.3.

T56. Vocational Education Training Hours

ONLY APPLIES TO T30 FAMILY AFFILIATION CODE 1.

Vocational education means vocationally specific skill training in a classroom or on a job site.

Enter the actual (as opposed to scheduled) average number of hours per week, if none, enter zero.

Average number of hours per week is the total sample month hours divided by 4.3.

T57. Job Skills Training Directly Related to Employment Hours

ONLY APPLIES TO T30 FAMILY AFFILIATION CODE 1.

Job skills training directly related to employment means a specific job has been offered contingent on the completion of specific skills training.

Enter the actual (as opposed to scheduled) average number of hours per week, if none, enter zero.

Average number of hours per week is the total sample month hours divided by 4.3.

T58. Education Directly Related to Employment Hours

ONLY APPLIES TO T30 FAMILY AFFILIATION CODE 1.

Education directly related to employment for individuals with no high school diploma or certificate of high school equivalency means the recipient has a job contingent on the completion of the educational requirement. Included are adult basic education, English-as-a-Second-Language (ESL), and General Equivalency Diploma (GED).

Enter the actual (as opposed to scheduled) average number of hours per week, if none, enter zero.

Average number of hours per week is the total sample month hours divided by 4.3.

T59. Satisfactory School Attendance Hours

ONLY APPLIES TO T30 FAMILY AFFILIATION CODE 1.

Further, this item only applies to teen head of household.

Satisfactory school attendance for persons without a high school completion (diploma, equivalency certificate) means attendance at a secondary school or in a course of study leading to a certificate of general equivalence or high school diploma.

Enter the actual (as opposed to scheduled) average number of hours per week, if none, enter zero.

Average number of hours per week is the total sample month hours divided by 4.3.

T60. Providing Child Care to Individual Participating in Community Service Hours

ONLY APPLIES TO T30 FAMILY AFFILIATION CODE 1.

Providing childcare to an individual participating in community service means being assigned by Welfare to Work (WTW) as an unpaid child care provider for participants in either community service or work experience.

Enter the actual (as opposed to scheduled) average number of hours per week, if none, enter zero.

Average number of hours per week is the total sample month hours divided by 4.3.

T61. Additional Work Activity Permitted Under Waiver Demonstration Hours

ONLY APPLIES TO T30 FAMILY AFFILIATION CODE 1.

Additional work activities permitted under a demonstration project waiver means those activities other than the TANF activities listed above that are specifically countable under the terms of the waiver.

This activity requires a Federal waiver.

Enter the actual (as opposed to scheduled) average number of hours per week, if none, enter zero.

Average number of hours per week is the total sample month hours divided by 4.3.

T62. Other Work Activities Hours

ONLY APPLIES TO T30 FAMILY AFFILIATION CODE 1.

“Other work activities” covers all other work activities provided that are not permitted under a State waiver and are beyond the requirements of the statute. If several, combine the average number of hours per week.

Enter the actual (as opposed to scheduled) average number of hours per week, if none enter zero.

Average number of hours per week is the total sample month hours divided by 4.3.

T64A. Amount of Gross Self Employed Earned Income

Enter the amount of gross self-employed earnings for the sample month.
If none, enter zero.

T64B. Amount of Self Employed Earned Income after Business Deductions

Enter the amount of self-employed earnings after the cost of doing business has been deducted from self-employed gross. The adult has the option of choosing either the standard deduction of 40% or using the actual costs as a deduction. If

there is an entry in T64A "Gross Self Employed Income" and the adult has chosen actual expenses that reduce the net to zero, then the reviewer must explain in the comments section that "Actual business costs have reduces the net to zero". If there has been no self-employment income, enter zero.

T64C. Amount Gross Non-Self Employed Earned Income

Enter the amount of earned income (non-self employed) for this adult for the sample month. If none, enter zero.

T65A. Amount Earned Income Credit

Enter the amount of Earned Income Credit (EIC) for this adult for the sample month. If none, enter zero. Earned Income Credit (EIC) is the income formerly known as Earned Income Tax Credit (EITC).

T65B. Amount of Social Security

Enter the amount of Title II Social Security benefits received by this adult for the sample month. If none, enter zero.

T65C. Amount of Supplemental Security Income (SSI)

Enter the amount of Title XVI SSI received by this adult for the sample month. If none, enter zero.

T65D. Amount of Worker's Compensation

Enter the amount of Worker's Compensation (WC) received by this adult for the sample month. If none, enter zero.

T65E. Other Unearned Income

Enter the amount of unearned income received by this adult for the sample month. Includes but is not limited to: Veteran's benefits, Unemployment Compensation, State Disability Insurance (SDI), Private disability Insurance, other government benefits not previously listed, housing subsidy, contributions, income-in-kind, deemed income, General Assistance, educational grants/scholarships/loans, and other. **DO NOT INCLUDE THE TANF GRANT, THE AMOUNT OF FOOD STAMP BENEFITS, EIC, Social Security, SSI, Workers Compensation, child care subsidy or Child Support.** If none, enter zero.

CHILD LEVEL DATA: ONE PER PERSON

T66 FAMILY AFFILIATION

Enter the code indicting the child's relation to the eligible family.

A "child" means a person who is a member of an eligible family and is under the age of 18, or is age 18 and enrolled as a full-time student in high school or a vocational or technical program that he/she can reasonably be expected to complete before reaching age 19. A minor parent is considered a child only if they are included in an AU with a senior parent.

MEMBER OF THE ELIGIBLE FAMILY AND RECEIVING ASSISTANCE:

Code 1. Member of eligible family receiving assistance. Include both MFG children and SSI children in this code.

MEMBER OF THE ELIGIBLE FAMILY AND NOT RECEIVING ASSISTANCE:

Code 2. Excluded Minor Parent. This code applies only to an excluded minor parent in his/her senior parent's case.

Code 3. N/A

Code 4. Minor sibling (not in the AU) of a minor child that is an AU member.

Note: Use code 1 for MFG children and SSI children.

Code 5. N/A

T66A. Are this Child's Needs Excluded From the Maximum Aid Payment (MAP) due to Maximum Family Grant (MFG) Regulations

Indicate whether this is an MFG child.

T66B. Is This Child a Parent of a Child in the AU?

Indicate whether this child is also the parent of a minor child in the AU.

T67A Mother Marital Status at Birth

Indicate the marital status of this child's mother at the time of this child's birth.

Code 1. At the time of this child's birth, the mother was married to someone. This includes separated.

Code 2. At the time of this child's birth, the mother was not married to anyone. This includes divorced (and not remarried).

Code 9. The mother's marital status at the time of this child's birth is unknown.

T67B Was This Child Born on Aid

Enter the code to indicate whether this child was born on TANF (that is, on 12-01-96 or later and the AU was receiving TANF). If the child was born subsequent to 12-01-96 and the family was not receiving TANF, enter code 2 "no". If this child was born prior to 12-01-96, enter code 3 "N/A".

T69A Hispanic or Latino

Enter either a code 1 (Yes) if this child is Hispanic or Latino or Code 2 (No) as recorded in agency records.

Each child must have a code in T69A AND at least one item in T69B through T69F must be coded 1.

T69B American Indian/Alaskan Native

Enter either a code 1 (Yes) if this item indicates the race of this child or code 2 (No) as recorded in agency records.

T69C Asian

Enter either a code 1 (Yes) if this item indicates the race of this child or code 2 (No) as recorded in agency records.

T69D Black or African American

Enter either a code 1 (Yes) if this item indicates the race of this child or code 2 (No) as recorded in agency records.

T69E Hawaiian/Pacific Islander

Enter either a code 1 (Yes) if this item indicates the race of this child or code 2 (No) as recorded in agency records.

T69F White

Enter either a code 1 (Yes) if this item indicates the race of this child or code 2 (No) as recorded in agency records.

T70 Gender

Indicate this child's gender.

Code 1. male

Code 2. female

T71A Receives Disability Benefits from a Non-Social Security Funded Program

Indicate whether this child has received non-Social Security based disability benefits for the sample month. Non-Social Security Act federal disability programs are Veteran's Disability Benefits, Worker's Compensation, and Black Lung benefits. Enter the amount in Item T76B.

T71B Receives Supplemental Security Income (SSI) Title XVI – SSI

Indicate whether this child received SSI for the sample month.

T72 Relationship to Head of Household

Indicate this child's relationship to the adult head of the household.

Code 01. N/A

Code 02. N/A

Code 03. N/A

Code 04. Daughter or Son of the Head of Household

Code 05. Stepdaughter or Stepson of the Head of Household

Code 06. Grandchild or Great Grandchild of Head of Household

Code 07. Other Related Child (Brother, Sister, Niece, Nephew, Cousin)

Code 08. Foster Child of the head of household. If the child is both a

foster child and other related (code 07), code as foster.
Code 09. Unrelated Child.
Code 10. N/A

T73 Is This Child/Teen a Parent

Enter code 3 NO.

Unless this child has his/her own child in the AU (or an otherwise eligible child, such as an SSI child). The only time you would answer “Yes” is if this child is a minor parent living in his or her senior parent’s assistance unit.

Code 1: N/A

Code 2: Yes. Child has own child in AU.

Use this code only if this minor child is a parent of an even more minor child in the AU.

Code 3: No. This child is not a parent.

T74 Education Level

Enter the code indicating the highest education level completed by this child as of the sample month. “01-11” means to use the number from 01 through 11 to report the grade level if that is the highest completed, for example, if the child is in the ninth grade, code “08”. If this child is in kindergarten or nursery school, use code 98, no formal education.

If this person is in the AU, then code 99 “Unknown” is unacceptable.

T75 Citizenship/Alienage

Enter the code indicating this child’s citizenship status. Code what the agency records and the IEVS will support. There are three choices:

Code 1. US citizen (native or naturalized);

Code 2. Qualified alien. A “qualified alien” is an alien who is:

lawfully admitted for permanent residence in the US under the INA; or

a refugee who is admitted to the US under Section 207 or the INA; or

Granted asylum under section 208 of the INA; or

paroled into the US under section 212(d)(5) of the INA for a period of at least one year; or

an alien whose deportation is being withheld under section 243(h) of the INA (under previous law), or section

241(b)(3) of the INA; or

granted conditional entry pursuant to section 203(a)(7) of the INA as in effect prior to April 1, 1980; or

a battered spouse, battered child, or parent or child of a battered person with a petition pending under sections

204(a)(1)(A) or (B) or 244(a)(3) of the INA.

Code 9. Unknown = Other.

T75B If Alien, Date of Entry into United States (US)

Enter the date of entry in the following format: MMDDYY; for example (e.g.), if the date of entry was July fourth, 1989, enter 070489. If this child is either an undocumented alien or not an alien, leave this item blank.

T75C If Alien, Alien Status

If not an alien, leave this item blank.

Code 1. Refugee.

Code 2. Sponsored Alien.

Code 3. Amnesty Alien.

Code 4. Permanent Resident Under Color Of Law (PRUCOL) Alien.

Code 5. Other Alien.

T75A. Is This Person Excluded Due to Their Alien Status

Indicate whether this child is excluded from the Assistance Unit due to his/her alien status.

Code "Yes" for both undocumented aliens and ineligible Legal Permanent Residents (LPR).

T76A Amount of Unearned Income: Supplemental Security Income (SSI)

Enter the amount of SSI received by this child for the sample month.

T76B. Amount of Other Disability Based Unearned Income

Enter the amount of the sample month other disability based unearned income that you indicated this child received in Item T71A.

NOTE: Data on non-disability based income for children (such as "Survivor's Benefits") is not being collected at this time.

END